

SECRETCLASSIFICATION OF FIELD STATIONSCLASSIFICATIONSPERIODIC REPORTS REQUIREDESTIMATED MAN
HOURS TO MAINTAIN**I. FINANCE:****a. Financial Accounting:**

One (1) monthly Summary Accounting Report, prepared from the "Cash Journal Books, accompanied by vouchers and receipts and possibly four (4) Continuation Sheets, if necessary. []

About

15

hours monthly.

25X1

b. Allotment Control:

Use of Form No. 33-100, "Status of Allotments" to reflect the cumulative monthly totals for each individual allotment received and maintained upon the internal station record. Form No. 33-99. ([])

The figure

may vary, of

course,

depending

25X1

c. Monthly Cable:

Reporting balances of all funds on hand at end of month. []

upon the work

volume.

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CLASS "B" FOR FINANCIAL ACCOUNTING PROCEDURES AND "MISCELLANEOUS REPORTING UNIT" FOR ALLOTMENT CONTROL (NOTE: The stations upon which this study is based should be permitted to use this system rather than the less simplified Class "B" system for allotment control stated above.)

a. Financial Accounting:

Same as a, above.

About 10

b. Allotment Control:

Completion of Form 59-171 (reverse side) for each allotment received and return to Hdqs usually at the end of the quarter. In the case of FI, one 59-171 is submitted for each country area and for PP, one form for each PP project at Station. []

hours monthly

in an

average

Station.

25X1

c. Monthly Cable:

Same as c, above.

II. LOGISTICS:

"DETACHED STATION" SUPPLY SYSTEM (Stations that are responsible but not accountable).

A total of nine (9) forms are provided for the maintenance of this system. (In addition, "Situation" reports may be required not only on supply matters but all other phases of logistics.)

Could be merely a few hours monthly or as much as 10-15 hours, depending on volume.

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